

**POSITION ANNOUNCEMENT
TENNESSEE DEPARTMENT OF HEALTH
ADMINISTRATIVE ASSISTANT 2**

The Tennessee Department of Health is seeking an exceptional individual to support the Department of Health's Office of General Counsel. This position is responsible for performing administrative duties for the Office of General Counsel including organizing, planning and prioritizing work; analyzing and updating data or information; scheduling; documenting information; and meeting and travel planning.

Responsibilities include:

- Schedule and prioritize a high volume of meetings and appointments on a daily basis
- Draft or edit business letters
- Organize and maintain a repository of subpoenas, court orders, and other legal requests for records
- Monitor inventory of office supplies and place orders for new supplies as needed
- Manage travel arrangements by researching options for hotels, flights and ground transportation, make necessary reservations, and submit expense reports
- Plan, coordinate and facilitate on-site and off-site meetings
- Screen phone calls to the Office of General Counsel and address or disseminate accordingly
- Complete all required personnel paperwork for new hires and interns in the Office of General Counsel

The ideal candidate will have:

- Highly developed interpersonal skills with the capacity to cooperate and build constructive relationships at all levels of interaction, both internal and external.
- A strong sense of the importance of follow-up, follow through and attention to detail in all areas of responsibility
- Excellent verbal and written communication skills
- Superior time and record management skills
- Ability to maintain confidential information

Applicants must meet the following criteria:

Graduation from an accredited college or university with a bachelor's degree in English is preferred and 2-4 years of administrative support experience OR education equivalent to graduation from a standard high school and 5-6 years of executive level support experience. Must be proficient in Microsoft Office, Microsoft Outlook, and the use of basic office equipment including printers, scanners, and fax machines.

This is an executive service position and therefore, will not be posted on the preferred service vacancy list on the DOHR website. Interested applicants should send a resume and a draft of a sample business letter to Wendy Barrickman (Wendy.Barrickman@tn.gov).

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.